



California Emergency Management Agency
Public Safety and Victim Services Programs
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9200
FAX: (916) 323-1756



February 16, 2010

James Cooper
Captain
Sacramento County Sheriff's Department
711 G Street
Sacramento, CA 95821

Re: February 11, 2010 Site Visit of Project – IC07010340

Dear Captain Cooper:

The following provides a brief overview of the prearranged mandatory site visit conducted recently of the Sacramento County Sheriff's Department Internet Crimes Against Children (ICAC) Grant Program. Enclosed for your records is a copy of the Cal EMA Performance Assessment/Site Visit Report.

Representing your office during this site visit included Lieutenant Harvey Woo, Sergeant Michael Freeworth, Sergeant Bill Mannering, Administrative Services Officer II Anita Peden and Senior Accountant Administrative Division Margaret Wanasamba.

As Project Director for the Internet Crimes Against Children Grant, you will be pleased to note that my interview of your staff, who spoke succinctly from the grant's programmatic perspective, and those who addressed the fiscal side for your project, were well-informed in regards to their respective areas of oversight.

Each representative expressed a clear understanding of (1) Internet Crimes Against Children program objectives; (2) the importance of reporting substantive program data in the quarterly progress reports; (3) tracking grant award funds; and (4) the proper application and submission of California Emergency Management Agency (Cal EMA) Accounting-related forms.

The interview of Ms. Peden was particularly enlightening. Ms. Peden and Ms. Wanasamba spoke candidly about the Internet Crimes Against Children program and described their tracking information systems and their professional working relationships with ICAC staff members. By all indication, Ms. Peden's role as Administrative Service Officer is an asset to the county's Internet Crimes Against Children success, and its ability to fulfill the Cal EMA Internet Crimes Against Children program objectives.


Mr. Jim Cooper
February 16, 2010
Page Two

Most profound was the apparent commitment demonstrated by the Internet Crimes Against Children staff and their efforts towards the apprehension and prosecution of those sexual predators who exploit children through the use of computers.

Additionally, the above Internet Crimes Against Children staff proved more than responsive advocates for the grant, and fulfilling its legislative intent as outlined in the Request for Application.

In closing, it is my judgment that the Sacramento County Sheriff's Department, Internet Crimes Against Children Block Grant Program is a well administered project, and whose standing is in grant compliance.

Sincerely,



Roman Alvarez
Criminal Justice Specialist
Public Safety and Victim Services Division

Enclosure

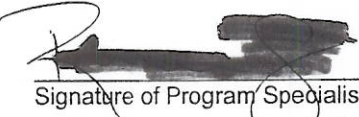
cc: Anita Peden
IC07010340 Program Main File

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

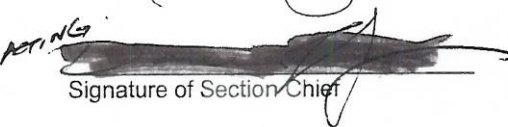
1. **GRANT AWARD NUMBER:** IC07010340 **DATE OF SITE VISIT:** February 11, 2009 @0900 AM
2. **GRANT PERIOD:**
January 1, 2008 to June 30, 2010
3. **RECIPIENT/IMPLEMENTING AGENCY:**
Sacramento County Sheriff's Department
4. **PROJECT DIRECTOR:**
Captain James Cooper

PERSONS INTERVIEWED DURING SITE VISIT:

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
James Cooper	Captain	Sacramento County Sheriff's Department
Harvey Woo	Lieutenant	Sacramento County Sheriff's Department
Bill Mannering	Sergeant	Sacramento County Sheriff's Department
Michael Freeworth	Sergeant	Sacramento County Sheriff's Department
Anita Peden	Admin Services II	Sacramento County Sheriff's Department
Margaret Wanasamba	Sr. Accountant	Sacramento County Sheriff's Department


Signature of Program Specialist

2-16-10
Date

ACTING

Signature of Section Chief

02/17/10
Date

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW

<u>DOCUMENTS</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Review hard copy/verify the ability to access on line:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Cal EMA Recipient Handbook (R.H.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Approved Grant Award Agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The RFA/RFP (supersedes the requirement of the R.H.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Program Guidelines (supersedes the requirement of the R.H.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at www.whitehouse.gov/omb/circulars .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: N/A

1. FIDELTY BOND - COMMUNITY BASED ORGANIZATION (CBO) & AMERICAN INDIAN ORGANIZATIONS ONLY

• Obtain copy of required CBO bonding? [R.H. Section 2161] Does <u>not</u> apply to state, city, or county units of government.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Does the bond show:			
o Bonding company name	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
o Bond number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
o Description of coverage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
o Amount of coverage (50% of allocation)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
o Bond period	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
o Grant award number	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
o Bond include Form A (Employee Dishonesty) and Form B (Forgery Coverage)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
o Is Cal EMA named on the bond as the beneficiary?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

2. ORGANIZATIONAL CHART

• Review the organizational chart. Are all budgeted positions identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments: the Department has provided a copy of their current Organizational Chart

3. Cal EMA MODIFICATION (Cal EMA 2-223)

• Review the purpose/preparation of Grant Award Modification (Cal EMA 2-223). [R. H. Section 7500] (<i>Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website.</i>)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A modification is needed for the following:			
o Budget changes			
o Change in key personnel			
o Adding/changing additional signers			
o Change goals/objectives, or activities			
o Address change			
o Other			

Comments: the Department informed me that they will be updating the Project Contact Information sheet, and requested follow-up on a 201 that was submitted as of 1/22/2010, for reporting period 10/1/2009 to 12/31/2009. CS R. Alvarez confirmed that the mentioned 201 was received by Cal EMA Accounting on 1/25/10 and was being processed.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
4. PERSONNEL POLICIES			
• Does the project staff have access to written personnel policies as required? [R. H. Section 2130]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do policies include:			
o Maintenance of personnel files for all paid and volunteer staff including job applications, salaries, benefits, and current job duties/descriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o A current Drug Free Workplace policy statement on file signed by the employee? [R. H. Section 2152]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Work hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Compensation rates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Overtime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Did the Board approve the agency's current personnel policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: the Department provided Cal EMA staff with copies of their Personnel Policies and confirmed that all policies are available for employee review on the Sacramento County and Sacramento Sheriff's Department website.

5. FUNCTIONAL TIMESHEETS

• Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure they are signed by the staff and supervisor)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: It was brought to the attention of Anita Peden that the Departments Functional Timesheets, should specify in detail what funding source that the Grant Personnel are working and are being paid from.

6. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

• Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o Name of individual who approves purchases. <u> </u>			
o <u>Jim Cooper, Captain</u>			
o Name of individual who writes checks. <u>Andrew Schmiedt</u>			
o <u>Program Manager, Department of Finance</u>			
o Name of individual(s) who signs checks. <u>Dave Irish</u>			
o <u>Director of Finance</u>			

Comments: None

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
7. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]			
• Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the project maintain an accurate inventory log of equipment purchased with grant funds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Requested the Department to further identify purchased equipment by funding source, and informed that record keeping information is updated every 18 months, with disposition, broken, stolen or transferred to another staff.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

8. PROJECT EXPENDITURES

- Is the project's expenditure rate commensurate with the elapsed period of the grant? ☒ ☐ ☐
- Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement? ☒ ☐ ☐
- Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)? ☒ ☐ ☐
- Is the project up-to-date with the submission of Cal EMA Form 2-201? ☒ ☐ ☐

Comments: At the time of this site visit the Department did not require a modification submission.

9. MATCH REQUIREMENTS

- Does the project have a match requirement? ☐ ☐ ☒
- Is the project meeting the match requirement? ☐ ☐ ☒
- Review the supporting documentation to substantiate cash or in-kind match. ☐ ☐ ☒

Comments:

10. EEO POLICY

- Review and complete EEO checklist. (Separate document) ☒ ☐ ☐

Comments: the Department provided a copy of the required policies and were forwarded to Cal EMA EEO Department for review.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

B. PROGRAMMATIC REVIEW

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
GENERAL			
1. <u>PROGRAM GOALS AND OBJECTIVES</u>			
• Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program goals and objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the project staff need to submit Cal EMA Form 2-223 to modify their grant objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: the Department will submit a Form 2-223, to update a change of grant personnel.

2. PROGRESS REPORT

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| • Discuss and review the programmatic Progress Report requirements. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

Comments:

3. SOURCE DOCUMENTATION-Programmatic

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| • Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Review the project's file system and data collection process. | | | |

Comments:

4. OPERATIONAL AGREEMENTS

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Does the project have current Operational Agreements as required by the Grant Award Agreement? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments: the Department informed Cal EMA staff that their MOU's/OA's were automatically renewed each year, until one of the Agencies drops out of the Task Force.

5. PROJECT STAFF DUTIES

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| • Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|---|-------------------------------------|--------------------------|--------------------------|

Comments:

C. ADDITIONAL COMMENTS:

NOTES:



California Emergency Management Agency
Public Safety and Victim Services Programs
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9200
FAX: (916) 323-1756



February 19, 2010

James Cooper
Captain
Sacramento County Sheriff's Department
PO Box 214327
Sacramento, CA 95821

Re: Site Visit – Internet Crimes Against Children Block Grant (IC07010340)

Dear Captain Cooper:

As designee as the Project Director, it is my privilege to inform you that pursuant to the terms of the above-entitled state grant and the conditions outlined in the California Emergency Management Agency (Cal EMA) *Recipient Handbook*, Cal EMA is required to conduct an on-site visit of its grant-funded recipients.

The purpose of a site visit is for Cal EMA to formulate a reasonable assessment of your current grant project conditions; and if necessary, to provide technical assistance that will ensure compliance with applicable Program Guidelines contained in the grant application request. On-site visits typically last three hours, and are prearranged for the convenience of all participating parties. The purpose of this site visit is to accomplish the following:

1. Meet with staff participating on this grant.
2. Review project objectives to determine if they are achievable and comply with program objectives.
3. Review project activities to determine if they will reasonably result in achievement of the program objectives.
4. Review the project's source documentation and data collection process.
5. Review the project's Report of Expenditures and Request for Funds (Cal EMA 2-201), to determine whether any adjustment is needed.
6. Review the Progress Reports to determine if they are complete and accurate.
7. Review programmatic and administrative requirements of the program.
8. Determine the operational status of the project.
9. Determine if the appropriate Equal Opportunity policies are in place.

To assist with facilitating the objectives of this site visit, please have all administrative and financial records available at the facility location for my review. In addition, please have all pertinent Internet Crimes Against Children Block Grant source

Mr. James Cooper
February 11, 2010
Page Two

documentation available at the facility location for my review. These records will be reviewed in order to substantiate information reported in the quarterly Progress Report.

I anticipate conducting the site visit on Thursday, February 11, 2010 at 0900 am at 3720 Dudley Boulevard, Sacramento, CA. I understand Ms. Anita Peden is coordinating with members of your staff to arrange for this site visit.

I will follow up this letter with a telephone call to your office on the February 1, 2010 to confirm the date and time of the site visit. Enclosed for your review please find a copy of the Site Visit Report form that I will use when conducting my visit.

If you have any questions about this process, please feel comfortable contacting me at (916) 324-9150 or via email at roman.alvarez@oes.ca.gov. Thank you in advance for your assistance in this matter. I look forward to meeting with you and your staff.

Sincerely,

Roman Alvarez
Criminal Justice Specialist
Public Safety and Victim Services Division

Enclosure

c: Cal EMA Grants Control File



Roman Alvarez/OES
01/19/2010 10:55 AM

To apeden@sacsheriff.com
cc jcooper@sacsheriff.com
bcc
Subject SITE VISIT-IC07010340-2/11/10

Good Morning Anita,

Attached is the letter formally announcing my upcoming site visit on Thursday, February 11, 2010. I understand that we will be meeting at 0900 am at 3720 Dudley Boulevard, in the city of Sacramento, CA, to conduct the site visit. If this address or time is incorrect, please contact me at your earliest convenience.

Additionally, I have attached two files the Cal EMA Performance Assessment / Site Visit Report form. This form is provided for your advance review. I will use this form when conducting my review of your project operations.

The third attachment is a copy of the Equal Employment Opportunity (EEO) Checklist B. Please have this form printed and completed for my collection on February 11, 2010.

Thank you for your cooperation. I look forward to our meeting.



Intro example Sacto ICAC Site Visit Ltr.doc



1 C & G SITE VISIT form 0909.doc



3 CalEMA Cklist (State Money) B 1.09.doc

Roman Alvarez
Criminal Justice Specialist
Crime & Gangs Suppression Section
California Emergency Management Agency (Cal EMA)
Work: 916-324-9150
Fax: 916-323-1756
Roman.Alvarez@oes.ca.gov